

**MIAMI-DADE COUNTY TUITION REFUND PROGRAM  
TUITION REIMBURSEMENT CLAIM FORM  
ADMINISTRATIVE ORDER 7-4**



**Instructions to Employees:** Complete and submit this claim form to your Departmental Personnel Representative (DPR) or Tuition Refund Coordinator (TRC) within 30 days of receiving official grades. **Refunds are not payable unless you have a prior completed and approved "Approval to Participate in the Tuition Refund Program" (Form 108.01-66A) form on file.**

**SECTION A: Employee Identification and Educational Program Information**

Last Name	First Name	M.I.	Employee ID #	Department	Employee Status Code
Title of Degree/Certificate Program		Name of Educational Institution		Dept./Div./Loc.# / /	Work Phone
Major	Program Start Date	Program Approval Date (108.01-66A)	Class Start Date	Class End Date	Term/ Year

☐ **I have not received** any non-refundable financial assistance for this educational program.

☐ **I have received** non-refundable financial assistance (except loans) for this educational program. List scholarships, fellowships, grants, veteran's benefits, waivers, military benefits including GI Bill, employee discount or other non-refundable assistance received below.

Type of Non-Refundable Financial Assistance	Amount Awarded	Amount Applied to this Claim
<b>Total Non-refundable Financial Assistance</b>		<b>(A)</b>

**SECTION B: Tuition Refund (Attach grade reports, detailed tuition payment receipts and proof of financial assistance/ awards)**

To be completed by the Employee							Departmental Use Only			ERD (ASD) Use Only	
Course Number	Complete Course Title	Course Type★ (U,G,O)	Cost per Credit Hour	Credit Hours	Grade	Tuition Paid to School	Tuition Paid to School (Exclude non-compensable fees)	Approved Course and payment?	DPR/ TRC Initials	Tuition Paid to School	ERD Initials
						\$	\$	Yes / No		\$	
						\$	\$	Yes / No		\$	
						\$	\$	Yes / No		\$	
						\$	\$	Yes / No		\$	
★ U – Undergraduate, G – Graduate, O-Other							Total (B)	\$		\$	
Non-refundable financial aid applied to this tuition claim from (A) above(A)							\$			\$	
Net Tuition Refund Payable per A.O. 7.4 (B-A) X 50%							\$			\$	

I attest that the above information is true and correct and I understand that failure to strictly comply with the financial disclosures and misrepresentation of any information regarding this claim shall result in a denial of tuition refund, and may result in criminal prosecution and/or disciplinary action up to, and including dismissal from the County. I also understand that the County will audit tuition refund claims.

Employee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: For Departmental Use Only**

I reviewed this tuition refund application and the employee continues \_\_\_\_/has failed \_\_\_\_ to meet the requirements stipulated in A.O. 7-4 to be eligible for tuition refund. (In the event the employee fails to meet the requirements, provide a brief explanation). I approve \_\_\_\_/do not approve \_\_\_\_ payment of tuition refund for this claim.

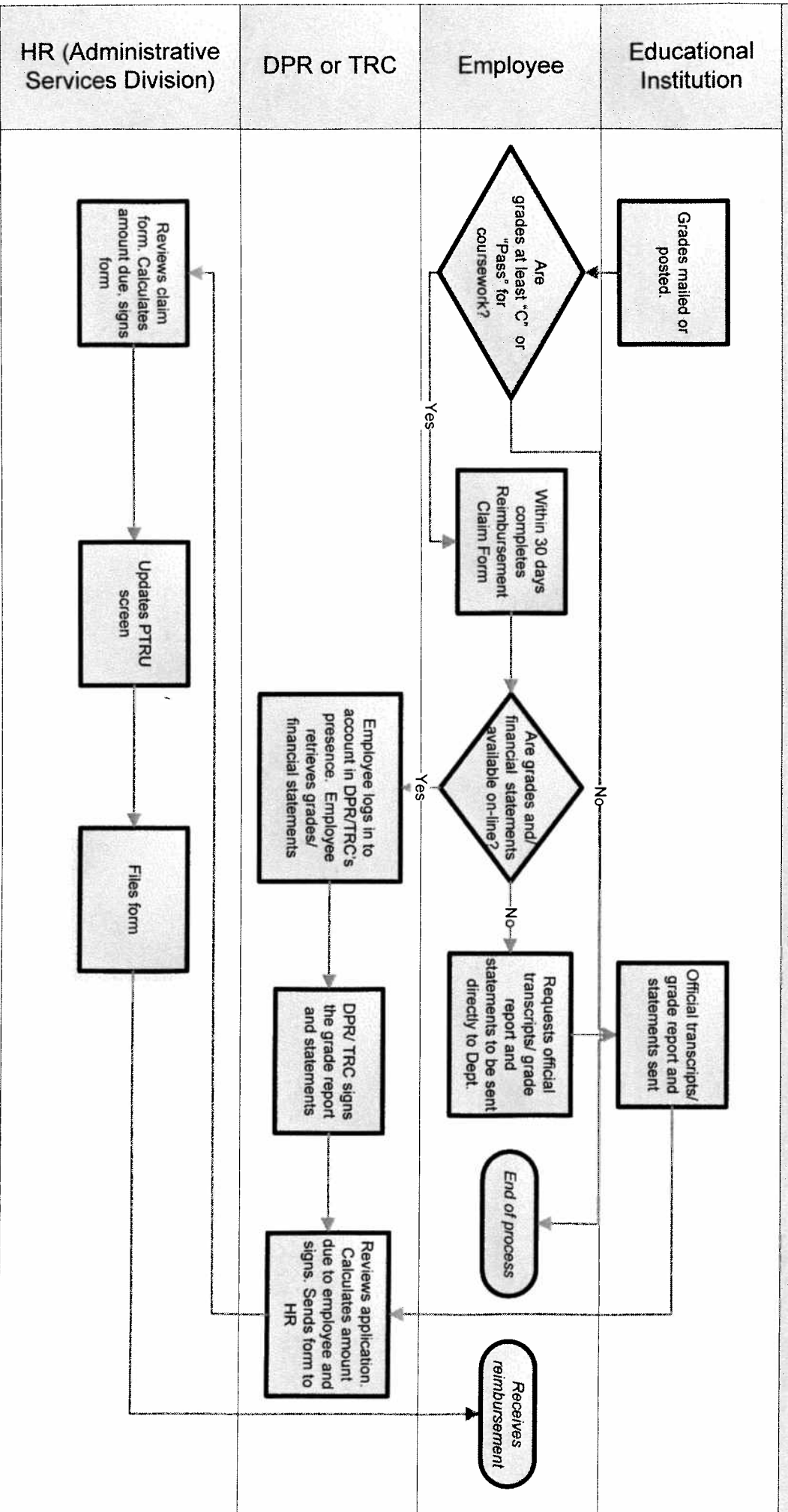
\_\_\_\_\_  
Department Director or Designee Signature      Print Name      Date

**SECTION D: For Human Resources (ASD) Use Only**

Refund disbursement approved \_\_\_\_/not approved \_\_\_\_ (If not approved, explain reasons for disapproval)

\_\_\_\_\_  
Processed By      Print Name      Date

# Workflow to File Claim for Tuition Refund



Grades mailed or posted.

Are grades at least "C" or "Pass" for coursework?

Within 30 days completes Reimbursement Claim Form

Are grades and financial statements available on-line?

Employee logs in to account in DPR/TRC's presence. Employee retrieves grades/ financial statements

DPR/ TRC signs the grade report and statements

Reviews application. Calculates amount due to employee and signs. Sends form to HR

End of process

Receives reimbursement

Official transcripts/ grade report and statements sent

Requests official transcripts/ grade report and statements to be sent directly to Dept.

Reviews claim form. Calculates amount due, signs form

Updates PTRU screen

Files form